

Code: 1695
Administrative Service
Statistical, Technical and Mercantile Group
Real Estate and Legal Series

CLASS TITLE: **Director of Legal Fiscal and Administrative Services**

CHARACTERISTICS OF THE CLASS: Under direction, supervises, coordinates, plans and directs activities pertaining to budget, inventory control, personnel and payroll in the Law Department; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, assigns, supervises and reviews the activities of subordinate personnel engaged in payroll, timekeeping, accounts payable, requisitioning and personnel action processing; plans and recommends to the Corporation Council improvements and modification of the departments' administrative services; monitors the financial position and budget of the department; ensures the department has funds to operate; ensures that office management, personnel programs and computerization functions occur in a timely manner and do not exceed budget limitations; prepares annual and supplemental budgets for the department; works with other City departments to coordinate inter-departmental transfers of funds; ensures the annual and supplemental funding is available as necessary to complete department goals; prepares management, financial and other various reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field of study, supplemented by four years of progressively responsible experience in business or public administration, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of departmental policies, rules and regulations. Thorough knowledge of the principles of personnel management. Knowledge of accounting/finance practices.

Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to coordinate and establish timely schedules.

Skill in communicating orally and in writing. Skill in analyzing budgetary and administrative situations and problems and developing solutions. Skill in establishing good working relationships.

October, 1988